



Planning Manager

Department: Business/Development Services
Revised: February 2017

FLSA Status: Exempt
Pay Group: 27

Role Overview:

Responsible for the development and administration of the land development, creates new or prepares amendments to City ordinances; evaluates annexation requests for completeness and correctness; and guides transportation planning for the City and in the ETJ.

Organizational Impact:

Manages and **makes decisions** that have an **extensive impact** on a **specific business function** or organizational entity. Either has full management responsibility or provides **direction or technical counsel** of a specialized, technical, or organization-wide function. The impact of the position **affects a significant portion of the organization**. The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or questions. May develop or assist in the development of new policies and/or procedures subject to higher level approval. The work product or service affects a wide range of organizational activities, or concerns and/or the social, physical and economic well-being of many people. Make recommendations on zoning change requests and provide staff analysis and recommendations to the Planning and Zoning Commission and the City Council.

Customer Service:

Position requires the ability to **persuade and/or convince** customers to accept, cooperate and/or take specific action. **Anticipates customer needs and determines the necessary resources** to implement any required improvements in service. The personal contacts are with individuals or groups from **outside the organization** in a **moderately unstructured setting**. For example, the contacts are not established on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact. Typical of contacts at this level are those with peers in the capacities as professionals/public officials; contractors; or representatives of community or professional organizations, local news media or public action/community groups. The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative or dangerous. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport. Interaction with the general public, engineers, surveyors, real estate professionals, property owners, consultants.

Creativity and Continuous Process Improvement:

Position requires the ability to **create and/or refine complex procedures, ideas, or techniques**. Uses **independent thinking** in **complex environments**. The work typically includes varied duties that require many different and unrelated processes and methods, such as those relating to well established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as interpretation of considerable data, planning of the work or refinement of the methods and techniques to be used. Creates new or prepares amendments to City ordinances; guides transportation planning for the City and in the ETJ.

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Responsibility for Results:

Develops plans and implements programs that affect **the achievement of strategic annual objectives.**

Accountabilities include conducting research, evaluating results, or managing resources and staff. Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use. The employee **uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria or proposed new policies.**

The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Essential Duties:

1. Serves as Department representative at the Capital Area Regional Transportation Planning Organization CARTPO, CAMPO and other meetings as directed.
2. Prepares analysis, documents and processes for current and long-range planning projects related to transportation, land use and development ordinances, annexations, and the Master Plan as directed.
3. Works with developers, engineers, and property owners on proposed projects.
4. Reviews reports and make recommendations on zoning change requests and provide staff analysis and recommendations to Director for Planning and Zoning Commission and City Council.
5. Prepares responses regarding state statutes, City Codes, State law, and other regulations providing supporting materials as required.
6. Helps prepare and revise the Annexation Plan in accordance with State Law, the City Charter and City Council resolution and Planning and Zoning direction.
7. Provides necessary information and reports for the City Council, Planning and Zoning Commission, Parks Board, Historic Commission, and various other boards and commissions as may be required.
8. Serves as liaison with other departments on planning and development issues.
9. Supervises and direct activities of planners, planning administrative staff and GIS.
10. Performs other duties as assigned.

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Leadership:

Next Level Supervisor: City Manager

Immediate Supervisor: Executive Director of Business & Development Services

This Position: Planning Manager

Direct Reports: Senior Planner, Development Coordinator and GIS Analyst

Supervision Received: Works under the general guidance and direction of the Executive Director of Business & Development Services.

Supervision Exercised: Position assigns and **supervises** work **within one large unit or several small units or work groups**. Conducts performance evaluations. Makes decisions on hiring and disciplinary action which may be subject to a higher-level manager review and approval. Evaluates program/work objectives and effectiveness and realigns work as needed. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments, including suggested work methods or advice on source material available.

Knowledge, Skills and Ability:

Advanced job skills are required in areas beyond that of specialization in a professional discipline. Requires working position skills in other related professional areas. Knowledge could be obtained through a graduate program or advanced specialized training. In addition to the practical knowledge of standard procedures, practical knowledge of technical methods to perform assignments such as carrying out projects that involve use of specialized complicated techniques. Know state statutes and local ordinances related to all facets of development including transportation and property law; able to read and decipher legal documents; able to read and interpret all kinds of maps/site plans.

Formal Education, Certification, License:

Bachelor's degree, four years of college, specialized professional training, or equivalent experience. Knowledge of the principles, concepts and methodology of a professional or administrative occupation that has been either (a) supplemented by skill gained through job experience to permit independent performance of recurring assignments, or (b) supplemented by expanded professional or administrative knowledge gained through relevant graduate study or experience, that has provided skill in carrying out assignments, operations and procedures that are significantly more difficult and complex.

Certification as American Institute of Certified Planners (AICP).

Prior Experience:

More than 7 years and up to 10 years position-related experience with 5 years of municipal planning experience and 2 to 3 years experience managing staff.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is **sedentary**. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books or small parts; or driving an automobile. No special physical demands are required to perform the work.

The employee must rarely lift, carry and/or move up to 60 pounds and never lifts, carries and/or moves from 61-100 pounds.

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Work Environment:

The work environment characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The environment involves **everyday risks and discomforts** that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated/cooled and ventilated.

Tools and Equipment Used:

Computer; Calculator; Telephone; Fax, Copier, Printer and Scanner machines. Also operate city vehicles when needed.

Acknowledgement:

This role description does not constitute an employment agreement and is subject to change. This description is intended to indicate the type of outcomes, essential duties and levels of work difficulty required for this role. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, at the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described or have requested/arranged reasonable accommodations to do so pursuant with the Americans Disability Act (ADA).

Employee: _____
(Print Name)

Signature: _____

Date: _____